

## ROLLOVER CONTRIBUTION FORM

Please complete this form if you would like to complete a rollover into your employer's plan. **PLEASE SEE THE REVERSE SIDE FOR ROLLOVER INSTRUCTIONS.**  
**To qualify for a Rollover Account, you must meet the following IRS requirements:**

- ◆ The source of the monies must be a qualified retirement plan sponsored by your previous employer(s) or a rollover IRA.
- ◆ If the check was made payable to you, the rollover must take place within 60 days of the day you receive the distribution.
- ◆ Only "pre-tax" monies from a qualified plan or conduit (rollover) IRA are eligible for rollover. Distributions from a 403(b) or 457 Plan are not eligible for rollover in your company's retirement plan.

### Employee Information

The following section must be entirely completed to ensure that your account is properly set up.

Social Security #: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_

Participant Name: \_\_\_\_\_  
Last First Middle Initial  
Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Participant Address: \_\_\_\_\_  
Street  
City State Zip

### Rollover Contribution Information

I request that \$ \_\_\_\_\_ (or 100%) be rolled into my current employer's plan. I have attached a certified check or money order payable to Fidelity Investments Institutional Operating Company PLAN, f.b.o. (your name) and it represents all or a portion of one of the following:

- a. ☐ An eligible rollover distribution from a prior employer's qualified retirement plan as a direct rollover
- b. ☐ An eligible rollover distribution from a qualified retirement plan which was paid directly to me. *Note:* A rollover contribution must be received by Fidelity within 60 days of your receipt of such distribution.
- c. ☐ A distribution from a rollover Individual Retirement Account which consisted solely of an eligible rollover distribution from a qualified plan and earnings thereon ("conduit IRA"). Your rollover check must be either from the distributing trustee or custodian. The Plan Administrator reserves the right to require sufficient evidence that your distribution is from a qualified retirement plan or a conduit IRA.

### Investment Elections

I choose to invest my rollover contribution as follows: *Please refer to your plan materials for fund information or call Fidelity at 1-800-835-5093. Indicate a whole percentage for each investment option. The TOTAL of all investment options must equal 100%.*

FUND NAME	FUND #	PERCENTAGE
Fidelity Retirement Money Market Portfolio	0630	%
Fidelity U.S. Bond Index Fund	0651	%
Fidelity Growth & Income Portfolio	0027	%
Fidelity Growth Company Fund	0025	%
Spartan® U.S. Equity Index Fund	0650	%
Fidelity Overseas Fund*	0094	%
Fidelity Asset Manager <sup>SM</sup>	0314	%
Dodge and Cox Stock	OMAW	%
T. Rowe Price	OFTH	%
<b>Total</b>		<b>100 %</b>

*\* This fund has a "short-term trading fee". If you sell your shares after holding them for less than 30 days, the fund will deduct a short-term trading fee from your account equal to 1.00% of the value of the fund.*

Each of the investment options has a distinct investment objective. Be sure to read the mutual fund prospectus before choosing your investment options. For more information about investment options in the Plan, such as fees, a description of the risks, and other related information please read the mutual fund prospectus which may be obtained by calling Fidelity at 1-800-835-5093. **Note:** Any investment election chosen on this form will take precedence over any investment election that Fidelity Investments may have on its system for a rollover contribution. The investment options available in your employer's Plan are determined by the Plan Sponsor. If your investment elections do not total 100%, your form and the check will be returned to you and may jeopardize your ability to rollover your distribution if not accomplished within 60 days of your receipt of such distribution.

### Participant Signature

I understand that I must satisfy the Plan's eligibility requirements before becoming a contributing Participant in the Plan. I certify that this rollover contribution represents only tax-deferred contributions, earnings and appreciation from my previous employer's qualified retirement plan and once invested will be subject to the terms that govern my current employer's plan. I hereby certify that the information on this form is true, accurate and complete.

**PARTICIPANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

### Certification Signature (to be signed by a representative of the distributing plan administrator or Conduit IRA custodian)

To Plan Administrator or Conduit IRA custodian: By signing this section, you are verifying that this rollover amount is an eligible rollover distribution being withdrawn from a qualified retirement plan or conduit IRA.

**CERTIFICATION SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## ROLLOVER INSTRUCTIONS

A rollover into the Plan is a two step process. Please follow these instructions to ensure that your rollover is completed in a timely and accurate manner. **Failure to follow these instructions may result in a delay in the processing of your request and jeopardize your ability to rollover your distribution.**

# 1

- ◆ Request a distribution from your previous employer's plan or conduit IRA. If you do not request a direct rollover, then 20% of your taxable distribution will be withheld for federal income tax withholding.
- ◆ You **must** obtain a "certification signature" indicating proof that your distribution is eligible for a rollover to a qualified retirement plan. If a "certification letter" is obtained instead of a signature on this form, please attach it with the rollover contribution form.

If your distribution is from another employer's **Qualified Retirement Plan** then you **must** either:

- ◇ Have the Qualified Plan's Administrator complete the **CERTIFICATION OR**
- ◇ Attach a letter from your prior employer's Plan Administrator on Company letterhead stating that the plan is qualified under section 401(a) of the Internal Revenue Code

**OR**

If your distribution is from a **Conduit Individual Retirement Account (IRA)** then you **must** either:

- ◇ Have the distributing custodian complete the **CERTIFICATION OR**
- ◇ Attach a letter from the distributing Conduit IRA trustee on Company letterhead stating that the Conduit IRA only included rollover contribution(s) from a qualified plan(s) and earnings thereon.
- ◆ Check must be from the distributing trustee or custodian, or a cashier's or certified check. **Personal checks will not be accepted.**
- ◆ Fidelity does not accept wire transfer of funds. You must request a check from your previous plan or conduit IRA.
- ◆ **The distribution check should be made payable to:**  
Fidelity Investments Institutional Operating Company **f.b.o. (your name).**
- ◆ The check should be mailed directly to you. Once you have received the check, please follow the directions for Step 2.

**THEN**

# 2

- ◆ Once you receive the check from your previous employer or conduit IRA, please complete the reverse side of this application.
- ◆ Mail the check, rollover application and supporting documentation to:  
  
Army NAF 401(k) Savings Plan  
The Summit Center Benefits Office, ATTN: Susan Mondello  
4700 King Street, 3<sup>rd</sup> Floor  
Alexandria, VA 22302
- ◆ Use the "Investment Elections" section on the reverse side of this form to select the investment options into which you elect to invest your rollover contribution. You may choose as many investment options as you wish from the options in the Plan. The quantity and selection of available investment options are determined by the Plan Sponsor. Indicate a percentage for each investment option chosen. The percentage must be in whole numbers and total 100%. If your investment elections do not total 100%, the form and the check will be returned to you.
- ◆ **PLEASE INCLUDE ALL OF THE INFORMATION REQUESTED. INCOMPLETE FORMS WILL BE RETURNED AND MAY JEOPARDIZE YOUR ABILITY TO ROLL OVER YOUR DISTRIBUTION.**
- ◆ To establish your beneficiary information for this account, please complete a Beneficiary Designation Form available through your benefits office.
- ◆